



**MEMORANDUM
AND
ARTICLES OF ASSOCIATION
OF
M.E.S. BUILDERS' ASSOCIATION
OF INDIA (Regd.)**

Regd. No. 9564

(AMENDED UP TO 31/07/2024)

**Memorandum of Association
of**

M.E.S. Builders Association of India (Regd.)

- 1. Name of Society :** M.E.S. BUILDERS' ASSOCIATION OF INDIA
- 2. Registered Office:** The Registered Office of the Association shall be situated in the Union Territory of DELHI.
- 3. Objects:** The Objects for which the Association is established are the following:-
 - (a) To unite Builders working in MES for betterment of the trade and profession.
 - (b) To promote and foster feelings of brotherhood and achieve co-operation and mutual help among contractors in general and members in particular.
 - (c) To encourage its members for high standard of workmanship and adoption of correct business practices according to ethical code of conduct in order to maintain the dignity of the profession.
 - (d) To discourage unhealthy competition and eliminate unfair trade practices.
 - (e) To advise and assist the members on technical and legal matters.
 - (f) To watch, support and protect the rights and interests of members.
 - (g) To represent on all matters ,of common interest and obtain fair and equitable terms in Contract Agreements and to advise follow up action in securing correct implementation of the said terms and other policies of the Government.
 - (h) To confer and or to co-operate with any other Association or Institution on matters of common interest and to help, co-operate or join with them in such activities, which are for the common cause of the Builders community, from a common

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platform set for the purpose.

- (i) To establish harmony between the M.E.S.DEPARTMENT and the contractors holding periodical meetings with the authorities and discuss with them problems of contractors and offering healthy suggestions for the sake of justice, understanding and better relationship.
- (k) To devise ways and means of settling disputes arising between members by conciliation and between members and non- members by arbitration and set machinery for the same.
- (l) To organize Conferences, Seminars Exhibitions Lectures and tours etc. which may benefit and educate members of the trade and promote, support and advance the building trade ,industry and profession.
- (m) To raise money by subscriptions, donations, contributions etc. for the purpose of carrying the objects of the Association on such terms as decided by the Executive Council.
- (n) To receive gifts and other assistance for the objects of the Association.
- (o) To establish Banking Institution for financing assisting the activities of the members of the Association.
- (p) To invest money of the Association not immediately required.
- (q) To buy, take on lease or otherwise acquired and building or property, movable or immovable, and to sell or turn to account mortgage or dispose the same or any part thereof in the interest of the Association.
- (r) To construct for the purpose of the Association any building and to alter, remove or demolish any building belonging to the Association.
- (s) To commence, prose cute, appear in defense, compromise on all sorts of proceedings, civil or criminal for the benefit of members of the Association.
- (t) And generally do all such other acts and things as maybe

conductive or incidental to the attainment of the above objects of the Association.

4. Governing Body : The names, office occupation and addresses of the members constituting the Governing Body (COUNCIL) to whom by the Rules of the Society the management of its affairs is entrusted that is the President, the Vice Presidents and the General Secretary, Joint Secretary and Treasurer, for the time being, are set forth hereunder:-

S. No.	Name	Address	Occupation	Function & Office
1.	Shri Om Parkash	8-C/6, W.E.A. Karol Bagh, New Delhi - 110005	Builders	President
2.	Shri K.K. Madhok	B-19, Chirag Enclave New Delhi - 110019	Builders	Sr. Vice President
3.	Shri Amar Nath Khokha	No. 30 Nizam-ud-Din East, New Delhi - 110013	Builders	Jr. Vice President
4.	Shri T.C. Goyala	B-4/166, Safdarjang Enclave, New Delhi - 110016	Builders	Hony. General Secretary
5.	Shri Sant Singh	1/50, Jangpura Extn. New Delhi - 110014	Builders	Hony. Joint Secretary
6.	Shri K. C. Jain	H-37, Green Park Extn. New Delhi-110016	Builders	Hony. Treasurer

5. We the several persons whose signatures, occupation and addresses are given here under are desirous of being formed into an Association in accordance with the provisions of the Societies Regulation Act, 1860 and under the Societies Regulation Act, 1957, and abide by the Rules and Articles of Association herein before mentioned and in testimony of this we have subscribed our respective names and signatures hereto on the 3rd day of February 1977:-

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S. No.	Name & Address	Function	Signature	Witness
1.	Shri Om Parkash 8-C/6, W.E.A. Karol Bagh, New Delhi - 110005	President		
2.	Shri C.S. Jain C/o Goel Trading Co. Balipura, Darrang (ASSAM)	Chairman North Eastern Branch DIMAPUR (NAGALAND)		
3.	Shri R. C. Tayal 148, Civil Lines, Saket Road, MEERUT (U.P.)	Chairman Meerut Branch		
4.	Shri Shiv Lal Tak 659-A, Residency Road, Sardarpura, JODHPUR (RAJASTHAN)	Chairman Rajasthan Branch Jodhpur		
5.	Shri Darshan Singh Ahuja 56, Sector 8-A, Chandigarh	Chairman Chandigarh Branch		
6.	Shri Gulab Rai Kohli 23, Hospital Road Jangpura 'A', New Delhi	Chairman Jammu Branch Province		
7.	Shri B.D. Agarwal 17, Civil Lines, Shahjahanpur Road, BAREILLY (U.P.)	Chairman Bareilly Branch		
8.	Shri K. K. Madhok B-19, Chirag Enclave, New Delhi	Senior Vice-President		
9.	Shri Amar Nath Khokha 30, Nizam-ud-Din East, NEW DELHI - 110013	Junior Vice-President		
10.	Shri T. C. Goyala B-4/166, Safdarjang Enclave, NEW DELHI - 110016	Hony. General Secretary		
11.	S. Sant Singh 1/50, Jangpura Extension, NEW DELHI - 110014	Hony. Joint Secretary		
12.	Shri K. C. Jain H-37, Green Park Extension, NEW DELHI - 110016	Hony. Treasurer		

**Articles of Association of
M.E.S. Builders' Association of India (Regd.)**

Definition:

1. In these Articles, unless, there is something repugnant to the subject matter of context, the singular shall include the plural and "person", shall include a Firm Corporation or Company and the following words and expressions shall have the following meaning:-
 - (a) THEASSOCIATION : Means the MES BUILDERS'ASSOCIATION OF INDIA. REGISTERED UNDER SOCIETIES ACT XXI OF 1860.
 - (b) THE COUNCIL : Means the Executive Committee of the Association duly **Constituted** under these articles
 - (c) OFFICEBEARERS OF HEADQUARTER : Shall mean the "President" the "Senior Vice President" " the "Vice Presidents" "Hony. General Secretary" ,"Hony. Treasurer" & "Hony. Joint General Secretary
 - (d) MEMBERS : Means a member of the Association.
 - (e) PRESIDENT : Means President of the Association.
 - (f) Sr. VICE PRESIDENT : Means Sr Vice President of the Association
 - (g) VICE PRESIDENT : Means one of the Vice Presidents of the Association competent to act under these Articles
 - (h) HONY. GEN. SEC. : Means Hony. General Secretary

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of the Association

- (i) HONY. JOINT GEN. SEC. : Means Hony. Joint General Secretary of the Association.
- (j) HONY.TREASURER : Means the Hony. Treasurer of the Association.
- (k) "BRANCH" : Means a Branch opened or started by the Association in any part of the country for undertaking the activities with a view to fulfilling the objects of the Association and which is functioning and not derecognised.
- (l) "REGION" : Means "Region-wise" division consisting of Branches of the Association for the time being specified as hereinafter mentioned.
- (m) "The Constitution" : Means the Memorandum of Association and Rules and Regulations of the Association including Appendices and Schedules annexed to Rules and Regulations.
- (n) PROPER REPRESENTATIVE : Shall mean :-
- (i) Proprietor in case of a Proprietorship Concern.
 - (ii) Partner in case of partnership firm.
 - (iii) Director in case of registered company
- (o) GENERAL MEETING : Means "General Meeting" of the Association.
- (p) BANKERS : Means Bankers of the

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Association as decided by the Council.

(q) Council Member : Means all the followings :-

- (i) One authorized representative as mentioned in the definition of proper representative of each Patron member.
- (ii) Immediate Past President
- (iii) All other Past Presidents
- (iv) All past Hony. General Secretary served at HQ.
- (v) Elected Chairman of Branch
- (vi) Elected Hony. Secretary of Branch.
- (vii) Elected Council Members From the Branch.
- (viii) Elected Chief Election Commissioner for the Term for which Elections conducted by him.
- (ix) Elected Election Commissioner of Election Commission for the term for which Elections conducted by them.

1. Headquarters:

Headquarters of the Association shall be situated in the Union Territory of DELHI or at any other place as may be decided by three fourth majority of the members on roll so of the Association and the affairs of the association will be run by Office bearers of the Headquarter.

2. Opening of New Branch of the Association:-

- (a) The Council may by a Resolution open new Branches in different parts of the Union of India ;provided there are not less than 30 (thirty) applicants for the membership of the Association, out of which minimum 25 (Twenty five) must be

enlisted contractors in MES, Based on demographic criteria and at least a One GE office is situated there and provided there should be no existing branch of the Association situated in the radius of 50 KMs, hence opening of a Branch in that place will be beneficial for the Association. Regional jurisdiction of the Branch will be decided by the council. Decision of the Council in this Regards will be final and Binding.

- (b) After the council approves the membership of the applicants and also the opening of the new Branch, the newly enrolled members can elect their office bearers ,council members and executive committee members, in the General Meeting of that newly established Branch and thus start functioning.
- (c) However, the council members of the new Branch would not stand in any election of Headquarter for two tenures after being enrolled as members of the Association.
- (d) After a new Branch starts functioning, if any member desires to change his / her Branch due to change of location of the business of such a member or for any other valid reason he shall be entitled to do so. In that case the member will have to apply for the change of membership to the HQ and it will be granted only after due consultation with the concerned Branches as well as discussion in the council.
- (e) The Council shall have the power to suspend any Branch in case such Branch is not functioning properly by not adhering basic duties as stipulated in MOA.

4.(a) **Members:**

Any individual, firm, company, Association or Corporation (incorporated in India),directly engaged in building industry and its allied trades shall be eligible for election to membership of the Association.

There shall be six classes of members viz.

- (i) Founder members
 - (ii) Ordinary members
 - (iii) Life members
 - (iv) Patrons
 - (v) Hony members
 - (vii) Associate members.
- (b) If any member of Association desirous to Transfer his/her membership from his/her Parent Branch to another Branch, the following procedure to followed (Not Applicable in case one Branch is Merged with other Branch):-
- (i) Approval of Transfer of membership from one Branch to

another Branch will only be Accorded by the Council after getting request from any member from one Branch to another Branch. Decision of Council in this matter will be final and binding.

- (ii) For contesting in the Branch Elections, the Member whose membership has been transferred from one Branch to other Branch, his seniority will be remain unchanged in the new Branch where his/her membership has been transferred.
- (c) In case of any Patron Member's Name has been permanently removed from the Approved list of Contractors in MES Department, their membership will be automatically converted into the Honorary Membership of Association(With Voting Rights) on their written request made by them to HQ MESBAI New Delhi. In that case no Annual subscription / mandatory Advertisement charges will be levied upon after converting their Patron membership to Honorary membership.

4.1 Ordinary Members:

- (a) Any firm, company, society or any corporate body connected with the trade, industry or profession of construction work or building activity of any kind whatsoever and enlisted with the MES department as contractor and whose name has not been removed permanently from the approved list of contractors of the MES Department, will be eligible to become member of the Association.
- (b) Firm eligible for membership as above shall send to the Branch of the Association or Headquarter a written application duly proposed by a member and seconded by another member of the pertaining branch on a form prescribed by the Association from time to time alongwith a sum equivalent to the entrance fee payable by an ordinary member together with one year's subscription as herein after provided. Branch will forward the Application form to the HQ duly recommended in the executive committee/General Body meeting of the Branch within a period of three months. If otherwise the Branch will forward the reason of not recommending the membership alongwith the minutes of that particular executive committee / General Body meeting to the HQ. However, the Council shall have the power to overrule the recommendation of the Branch

and take appropriate decision which will be final & binding.

- (c) The Hony. Gen. Secretary will publish all such names recommended or not recommended by the Branch, through agenda points of the ensuing council meeting. The Council will consider the case based on the report of the Branch. If the council considers that the case needs are view the council would return the application to the Branch to reconsider the case in the General Body Meeting of the Branch .The decision of the General Body Meeting of the Branch will be forwarded to the council again with the minutes of such General Body Meeting. The Council will take decision based on the minutes of such General Body Meeting of the concerned Branch. However, the council shall have the power to enroll members of the Association or to reject the application forwarded by the Hony. General Secretary without assigning any reason for the same to the applicant. The Hony. General Secretary will communicate decision of the council to the member/Branch concerned.
- (d) Ordinary members of the Association shall pay the entrance fee of Rs. 8000/- + GST as applicable Yearly subscription of Rs. 4000/- + GST as applicable.50% of these amounts alongwith GST as applicable will be remitted by Branch to Headquarter. The date of enrollment of the members shall be the date on which his /her application is accepted by the council.

Note: The above mentioned rates of subscription and entrance fee shall remain in force till varied by the council. The council shall be competent to vary the rates of subscription and entrance fee from time to time by a resolution to that effect. Branches are not authorized to enhance the amount of subscription at their own. However, if required they can accept donation from members/non-members voluntarily.

4.2 Life Membership:-

- (a) Life Members of the Association shall pay the entrance fee of Rs.8000/- and a Lump Sum of Rs.60,000/-+ GST at the time of enrolment.
- (b) Manner for submission of the application and approval of the application will be the same as Ordinary/Associate Members, as the case maybe.
- (c) Life Members will not pay the yearly subscription and will enjoy the same rights and privileges as Ordinary/Associate

Members as the case may be. Ordinary/Associate members already on the roll may also be granted Life Membership status on payment of the said amount Rs.60,000/- + GST as applicable. 50% of the amount along with GST as applicable received as above i.e. on a/c of Entrance Fee and Lump Sum will be remitted by the Branches concerned to Headquarter.

4.3 Patrons :

- (a) A member firm in good standing for over 10 years may be considered by the council to be a **Patron Member** on payment of Rs.6,00,000/- (+) GST who shall not pay the yearly subscription and will enjoy the same rights and privileges as ordinary member of the parent Branch. 80 percent share of the amount along with GST as applicable will be remitted by the parent Branch to the HQ and 20 percent retained by the concerned Branch on whose membership role the **Patron** was borne at the time of grant of Patron status.
- (b) Patrons shall on request be entitled to service cover from any Branch in whose area they might be working at a given point of time. These service charges as indicated in Article 5(vi) of Memorandum and Articles of Association will be borne by the Headquarters if so desired, by the Branch.
- (c) If any Patron member elected as Council Member from any Branch, he shall be entitled to cast only One Vote in HQ Office Bearers Elections either in the capacity of Patron Member or Elected Council Member from the Branch.

Note: To raise funds for upgrading/expansion or purchase of New Building for HQ office, as a one Time Provision, the amount of Rs.6,00,000/- (+) plus GST applicable for obtaining/converting membership to Patron Member is reduced to Rs.3,00,000/- (+) plus GST.. This one time relaxation will be applicable for six months period only.

4.4 Associate Members

- (a) However, firms not directly engaged in Building profession as enlisted Contractors with the MES may be enrolled as Associate Members. Such members shall pay subscription, entrance fee like ordinary members and shall have all rights as ordinary members except that they will not have voting rights and will not be eligible for election to any office at Headquarters or in Branches. In case any Associate member

gets his/her firm enlisted in MES, he will be treated as Ordinary Member and will be eligible to take part in election subject to fulfillment of other conditions like being a member (other than associate member) for minimum two years etc.

- 4.5 If any firm or company having more than one partners / directors is demerged / Splits and a new firm become a member of MES BAI the seniority of original existing member of old firm/ company will be same. Similarly, if any new partner/director is included in any firm in that case for next two years voting right will remain with the old existing member, new included member will gain voting right after two year from the date of his approval in council.

5. CODE OF CONDUCT FOR MEMBERS

- (a) Member is permitted to make correspondence, in general, up to Zonal CE level. However, there is no bar on correspondence at any level in MES or with outside agencies in respect to contract in hand.
- (b) No member should be involved in any unlawful & illegal practices.
- (c) If any member has any general complaint against the MES department, other than pertaining to his / her own contract, the same should be routed through the association. Issue redressal guidelines should be adhered to in this regard
- (d) No member should go to court on the issues on which entire builder community get effected without informing/consulting HQ. However, there is no bar for going to court for issues related to one's individual cases.
- (e) Member should be conscious of his / her responsibilities to his / her workers, society and the Nation.
- (f) Member should promote and maintain high standard of works.
- (g) Member should not indulge in unhealthy competition or unfair trade practices.

6. Subscription:

- (a) The basis of subscription shall be official year of the Association i.e. from beginning of April to end of March. Members shall have to pay, annual subscription for the year irrespective of the actual date of acceptance of their membership.
- (b) All subscriptions shall be paid in advance so as to reach the HQ before 30th April each year. Non receipt of the subscription by the due date may render the member to lose his / her

membership as per rules of the Association.

- (c) The subscription paid is neither refundable nor transferable. Various subscriptions / levies may be raised by the council from time to time.
- (d) No member will be eligible to hold membership of more than one Branch. In case any member has taken membership from more than one Branch, his membership shall be terminated without any notice.
- (e) Any member desirous of availing the services of a Branch where he is not a member of that Branch shall pay yearly subscription of 50% of the yearly subscription without voting right in that Branch in addition to the annual subscription payable to the Headquarters.

7. Rights & Privileges of Members:

- (a) Every member of the Association shall subject to other Regulations in force, be entitled to the same rights and privileges and will be subject to the same duties towards the Association.
- (b) Any member shall be entitled to resign from the membership of the Association.
- (c) Every member shall have one vote (except Associate Member.) Members who have not paid their dues shall not be entitled to vote at any meeting. A newly enrolled member will not be eligible to contest in any election of the HQ or the existing Branch for a period of two years from their date of enrolment. However, the newly enrolled members of a newly established Branch would be eligible to contest in election of that Branch only.
- (d) No person shall be eligible to be a member of the council / executive committee of a Branch unless he or his / her firm or company, is authorized to represent, has paid all subscription and other dues of the Association.
- (e) If any applicant who has, at any previous time, been a member of the Association, such members may however, be admitted as new members provided they pay the entrance fee and three years subscription along with their fresh application for enrolment.
- (f) If any applicant has once been rejected by the council he shall

not be proposed for membership until at least 6 months have elapsed since the date of rejection.

- (g) If any branch, member or group of members feel aggrieved by any matter (other than election matters, where reconciliation by Vice president is not mandated), he/they can approach the "Dispute Redress & Reconciliation Committee (DRRC)" at Headquarter immediately but not later than 15 days on completion of reconciliation effort by the concerned Vice President, who will give decision within 60 days. The decision of the DRRC in the matter will be final and binding for all. In case any issue arise pertaining to any member of DRRC, the concerned member shall not take part in the proceeding of the meeting in which the matter is considered.
- (h) All members shall abide by the Articles of Association, Rules and Regulations and other bye laws of the Association in force for the time being. Default on the part of a member in this respect shall render him liable to expulsion.

8. Register of Members :-

- (a) A register of members shall be kept, in which, the names and addresses of the members and all charges becoming due from time to time shall be recorded.
- (b) Another register shall be kept in which, the name of the Proprietor/Partner /Director entitled to vote or exercise the right of membership on behalf of a firm, corporation or association shall be recorded.
- (c) Any firm, company, corporation, association desiring to change the name of its representatives (as mentioned in MES enlistment letter) shall notify such desire, duly recommended by its Branch to the Hony. Gen. Secretary who shall effect the change.

9. Termination of Membership

A member shall cease to be a member of the Association:

- (a) Upon an individual or a firm being adjudicated insolvent or in the case of a limited company on which winding up orders have been passed with regard to such company or when it has gone into voluntary liquidation except for the purpose of reconstruction.
- (b) Normal service rendered to a member shall be discontinued if he is in arrears for more than 3 months. If a member continues to remain in arrears of payment of subscription for 2

consecutive years and did not pay even within six months his / her name will be automatically removed from the list of members of the Association without submission to Council. Such members in default, may however, be admitted as new members provided they pay the entrance fee and three years subscription along with their fresh application for enrolment.

- (c) Upon the member remaining in default for one year for payment of any dues other than membership subscription.
- (d) Upon the council deciding to terminate membership of a member on receipt of recommendation approved by the General Body of a Branch that the continuance of membership of the firm is detrimental to the interest of Association no reasons may be assigned for it by the council.
- (e) Upon losing or withdrawal of valid enlistment of MES Department permanently/Not renewed for more than 02 cycle period of Renewal and If the individual member has not contested against the same with the department or Appropriate Judicial authority, the membership in such case will be converted automatically to “Associate Member” instead of “Ordinary Member”.
- (f) Upon President being satisfied, about the necessity of initiating action against any member. In such a case a show cause notice will be sent to the member whose reply / matter shall be considered in a council meeting and the council shall decide about the termination of membership/any other action of the subject member by 3/4th majority.
- (g) Upon voluntary resignation by a member and executive body of having accepted the same after giving an opportunity to the concerned member to review his / her decision. Executive body shall send the resignation duly recommended to HQ for acceptance.
- (h) Any person/Firm/Company is found to be a member of any other association dealing with / representing for its members in MES, shall automatically be expelled / terminated from the membership of MESBAI.

10. Administration

The business and funds of the Association shall be managed and controlled by a Board of executive committee to be styled “COUNCIL” which shall be composed of members described here: -

- (a) President (b) Senior Vice-President (c) Nine Vice Presidents (d) Hony. Gen. Secretary (e) Hony. Joint General Secretary (f) Hony. Treasurer (g) Immediate Past President (Ex-officio) (h) Other Past Presidents (Ex-officio) (i) One authorized representative as mentioned in definition of proper representative of each patron member (j) Members elected by Branches for council (k) Chairman from each Branch (Ex-officio) (l) Two members co-opted by the council (m) Hony. Secretary from each branch (Ex-officio).
- (b) The council shall exercise all such powers and do all such acts and things as may be exercised or done by the Association. Without prejudice to general power conferred by the foregoing clause, the council shall have powers—
- (i) To appoint or dismiss servants of the Association and to pay their remuneration from time to time.
- (ii) To incur expenditure for day to day running of the Association, including raising of loans.
- (iii) To take all necessary steps, consistent with the best interest of the Association to realize the arrears of membership subscription.
- (iv) To write off any irrecoverable arrears of subscription which in the opinion of the COUNCIL cannot be realized or to remit such arrear or part thereof in any other case or cases wherever deemed fit.
- (v) To appoint any Committee or Sub-Committee of the members of the council, of the members of the Association and such Committee or Sub Committee may be standing temporary or for special purposes as the council may determine.
- (vi) Standing Committee named “Dispute Redress and Reconciliation Committee shall consider grievances of branch / members, if any, and give decision on the same:-
- (aa) A member who has committed a misconduct or has failed to adhere to the stipulations of Memorandum & Articles of the association is liable to be terminated from membership of the association. The council will take cognizance of conduct of each member and shall have the power to suspend/terminate any member in case the council is of the view that member has committed a misconduct or has failed to adhere to the stipulations of Memorandum & Articles of the association. There will be no need for approval of General Body of the

branch in such case.

- (ab) If a member misbehaves or behaves unruly in the council / other meeting and repeatedly defies the directions of the dais, President at HQrs. level and Chairman at Branch level, at his / her sole discretion may direct him to leave the meeting. In case such member is found to be a repeat offender, he shall be suspended by the Hony. Gen. Secretary/Executive Body of the Branch, as the case may be, and recommend termination of his / her membership to the council. Powers to terminate membership of such member will rest with the council. Approval of general body of his / her branch is not required.
- (ac) The council/Executive Body of the Branch, as the case may be, will review and give its recommendations on the petition / litigation initiated by the association on HQ or Branch or member level. However final draft of the petition / litigation shall be the sole prerogative of the President.
- (ad) No member or office bearer at HQ or branch level is permitted to use association's funds for his / her personal expenses or his / her stipulated obligations towards the association except for official duty assigned to him by HQ in the interest of the association if desired by the concerned member. Any member doing so shall be liable to be terminated from membership of the association. Such member shall be suspended by the HQ. Suspension shall be effective for maximum period of 2 months. It is mandatory for the HQ to put up the matter for consideration to council within this period for revalidation. Powers to terminate membership of such member will rest with the council. Approval of general body of his / her branch is not required.
- (ae) Decision taken by the council in this regard shall be final & Binding.
- (af) The President and the Hony. General Secretary shall be ex-officio members in DRRC and of all Committees / Sub Committees.
- (ag) The council shall have the power to raise and collect and to spend such sums for any function of the Association as it may in its discretion think fit or proper, having regard to the existing circumstances of the Association within the limits of the and as enumerated in the aims and objects of the Association. But in no case shall expenses exceed at a time 25% of the total yearly

subscription or budgeted amount. If the expenses are likely to exceed the said amount, prior sanction of the Association shall be taken in a Special General Meeting of the Association. The provision shall also be followed in the Branches of the Association.

- (ah) The council shall have the power to print publish issue and circulate periodicals, journals, paper, books, circulars and literature of the Association and to provide or spend such sums as may be necessary for the same.
- (aj) The various correspondences communicated by the HQ or Branch through Electronic media i.e. through E-.mail, WhatsApp messages, Text messages etc hold good & valid to be communicated for whatsoever purpose. No objection on the same will be entertained on this account from any member.
- (ak) It is specifically mentioned that posting of any post in any WhatsApp group/social media by a member which are abusive/derogatory/unlawful/ damaging in nature of any other member's reputation or against the Association or office bearers of HQ/Branches is strictly prohibited, If Any member found guilty in this regard by Disciplinary Action committee constituted at HQ on any complaint made by the individual somoto, the President of HQ have full authority to terminate/suspend his/her membership on the recommendations of Council. The decision of President in this regard will be final and binding

10.1 **ISSUE REDRESSAL GUIDELINES** – Guidelines for members / Branches to refer Departmental / contractual matters

(a) **Pre-Tender Stage:-**

- (i) In case of any ambiguity / issue is noticed by any member, he should upload the information on MESBAI Business Standard Monitoring Portal viz. “mbsmi.in” minimum 3 days prior to date of opening of tender.
- (ii) The HQ will forward information to the concerned officer as well as two higher authorities as soon as possible on the receipt of information but before the last date of receipt of tender. The member can see the status of his / her information online on the portal. Regional monitoring committee is instituted to pursue the matter with concerned authorities. It may be noted that the identity of the sender will not be revealed in any case.

- (iii) In case no action is taken by the department within 15 days of receipt of the information by it, member is free to take up the matter with any authority on his / her own.
- (b) **Post Tender Stage**
 - (i) In case of information regarding FL/FH rates by any bidder, the information, member should upload the information on MESBAI Business Standard Monitoring Portal viz. “mbsmi.in” within 15 days from the date of opening of financial bid. (
 - (ii) The HQ will forward information to the concerned officer as well as two higher authorities within 15 days from the receipt of information. It may be noted that the identity of the sender will not be revealed in any case.
 - (iii) The member can see the status of his / her information online on the portal. Regional monitoring committee is instituted to pursue the matter with concerned authorities. The member can see the status of his / her information. In case no action is taken by the HQ within 15 days of receipt of the information, member is free to take up the matter with any authority.

11. Election

(a) Election Commission

Consisting of 3 members Viz. one Chief Election Commissioner and two members of Election Commission. The Election Commission will act on majority amongst the three members. The members of DRRC cannot be member of Election Commission.

- (b) Procedure of selecting the Election Commission. In the Council meeting of April of election year, the EC will be constituted from amongst the council members to conduct elections of the HQ and to formulate guidelines for conduct elections of the branches through Election Chairman as recommended by the Executive Committee. Election Chairman elected by the branch shall be fully responsible for the branch election and his / her decision will be final in all circumstances. Election Commission shall have the power to intervene in the matter of branch election in case of receipt of any complaint from any member / group members. This should be the first agenda point of the April council meeting. The individual member can propose his / her own name or any council member can propose any other council members name on his / her behalf subject to that council member's

consent. Separate proposal should come for CEC and members of the EC. The House will elect the EC for that year from amongst the proposed names and thus the duly constituted EC will be announced then and there.

(c) Eligibility criteria of CEC

Must have served 4 (Four) calendar years as any of the following posts, Branch Chairman/ Hony. Secretary or in any portfolio in HQ. Must be a council member for at least 10 years including the tenure as an office bearer. A person so elected will not be eligible to contest for the election of Branch or HQ for the election year in question for which he is being nominated.

(d) Eligibility criteria of Member EC.

Must have served in any portfolio of Branch or HQ for 4 (Four) years. Must be a council member for at least 06 years including the tenure as office bearer. He will not be eligible to contest for the election of Branch or HQ for the year for which he is being nominated. Three members of the EC will be inducted in the newly constituted council by virtue of their post as member EC without voting right but all other privileges as enjoyed by the elected council member (In case of tie in the election of any post at HQrs. the CEC and the members of EC (3 persons) will cast their votes). In election of Branch, Election Chairman will cast his vote as member and in case of tie at any post, it will be decided by flip a coin (heads or tails).

(e) Duties of the EC regarding Branch Election:-

- (i) Immediately after the EC being announced, the CEC under his / her signature and seal, will issue letter to the Chairmen & Secretaries of all the Branches to immediately start the election process of the Branches by issuing a 21 days' notice for AGM / Election meeting of the Branch. A separate election secretariat will start functioning at the HQ which will deal with all election related matters. The office superintendent will be accountable only with EC regarding the election related matters. No other office bearer what so ever can intervene in any matter, related to election except the EC.
- (ii) The EC must maintain constant touch with the Branches regarding strict compliance of the important dates and upload all the details of the election of the Branch Viz. the date of election, venue of election, the name of election chairman etc.
- (iii) All the members who are in the membership list of that

particular Branch on 31st March of that year will be voters of that Branch, subject to clearance of all their up to date dues and remittance of HQ's share and copy of valid enlistment letter is uploaded on the Association's website before their participation in elections of Association. During April to July of election year membership of any member can't be terminated. If any new member is being enrolled or any old member's membership is being restored by the council during April to July of election year their name will not be figured in the electoral role for that year. The list of members of each Branch will have to be uploaded in MESBAI website before 10th April of the year.

- (iv) EC will appoint two members of the council as representatives of the HQ if felt necessary based on information/complaint from the members of the Branch to conduct the election of the Branch. The HQ representatives will take active part with the Branch election chairman to supervise the Branch election on the Election Day of the Branch. All the related expenditure of the HQ representatives will have to be borne by the Headquarters subject to a maximum of Rs. Five thousands only.
- (v) EC will scrutinize the election results of each branch with the help of Hony. Gen. Secretary and office manager of HQ. The EC will upload the election result of the Branches as and when it is received by it but not later than a weeks' time upon scrutiny.

(f) Election of the Branch.

- (i) Election of the Branch will have to be completed by the last day of June of the election year.
- (ii) The executive committee of the Branch will be constituted with the following office bearers, executive committee members and council members. The consolidated strength of office bearers & executive committee members shall not be more than 25% of membership of the Branch (the percentage rounded off to the next higher whole number) or as following mentioned under para iii & iv whichever is lower.
- (iii) Office Bearers
Chairman-1 post, Sr. Vice Chairman-1 Post, Vice Chairman Maximum-3 Posts or on the basis of strength of the Branch. Hony. Secretary-1 post, Hony. Joint Secretary Maximum 3 Posts or on the basis of strength of the Branch.Hony.

Treasurer 1 post, Executive Committee The number of members will be Members: decided by Branch

- (IV) Council member. The strength will be decided as per the membership strength of the Branch in good standing at the time of election. No subscription shall be accepted during the currency of voting. The Branch will get council members on the basis of their strength as given hereunder:

Upto 20 members - Nil (Chairman & Hony. Secretary will be ex-officio council members)

- From 21 to 30 - One along with Chairman & Hony. Secretary will be ex-officio council Members.
 From 31 to 40 - Two along with Chairman & Hony. Secretary will be ex-officio council members
 From 41 to 50 - Three along with Chairman & Hony. Secretary will be ex-officio council members.

Thereafter one council member against every twenty five members or part thereof. Delhi Branch shall elect 3 additional members to the council for proper functioning of the Headquarters.

- (v) Eligibility Criteria for the Post of Branch Chairman and Hony. Secretary must have served 04 (four) calendar Year /Two tenure on any Post of the Executive Committee of Branch.
- (vi) To decide the date and the venue of the AGM and also to elect an election chairman of the Branch, the Hony. Secretary of the branch will convene the executive committee meeting of the Branch and after finalizing the same immediately forward the minutes of the meeting to the HQ, the Vice President of that region and to the EC.
- (vii) Twenty one days' notice must be given for the AGM/Election of the Branch, inter alia the notice must be issued on or before 9 June of the election year and must reach the HQ by registered post/courier service within another 5 days. Branches are advised to keep proper supporting documents of all correspondence made in this regard viz. postal registration slip etc to avoid any future complications. The Branch shall invite Regional Vice President for Election meeting.
- (viii) Members desirous of contesting election should pay subscription & other dues if any of the Branch minimum 8 days prior to the date of election. Nomination should be taken at least 07 days from the date of election, next day all the forms should be scrutinized by the Branch Election Chairman. Next

day withdrawal formalities shall be carried out and final list of candidates contesting the election will be published by election Chairman of the Branch. All the process will be held during office hours i.e. between 10.00 AM to 5.00 PM.

- (ix) On the day of election, election chairman with the help of two representatives of HQ, (if so appointed by the EC) will conduct the election in a most free and fair manner and after counting votes declare the newly elected office bearers names with signature of person/persons authorized to conduct the election and will be submitted to the EC within next 24 hours through Fax/e-mail and result shall be sent through speed post only. The EC shall get the result uploaded on the website within 24 hours of receipt.
- (x) After the end of the Bi-ennial General Meeting, the Branch Election Chairman will take over the House and start conducting the election of the Branch. The Election Chairman will first of all invite the proposal for each of the posts of the Branch, starting from the Chairman and will end in the Council Members. Any one member of the Branch will have to propose the name of the candidate and another member will have to second the same. Then the Branch Election Chairman will take the consent of the candidates for contesting the election. One member can contest for only one post of the Branch. Branch Election Chairman will keep record in writing of the proceedings. Thereafter if there are more than one candidates for any post, the Branch Election Chairman will start voting procedure by secret ballot for all such posts at a time.
- (xi) Only the enlisted contractors whose name are being figured in the original valid enlistment document issued by the MES enlisting authority would be eligible to contest/participate in the election. In case of a partnership company or Limited Company only one person of that company can contest the Branch election. If more than one contestant are in the field on behalf of a partnership or Limited company, then all such candidates will be liable to be rejected.
- (xii) If any voter has any problem / objection/ reservation regarding the functioning of the Branch election chairman, he can take up the matter with the EC. The ruling given by the EC of any election related matter will be final and binding during the election process i.e. April to July in election year.

- (xiii) Only those persons whose names are being mentioned in the valid enlistment of MES as Proprietor / Partner / Director of the firm/company can cast their vote after proper identity proof. As identity proof one can produce any photo I Card issued by the Govt. of India viz. Driving license, Passport, Pan Card, Voter I card issued by Election Commission of India etc. Each firm / company will have one vote. No provision of proxy vote.
- (xiv) If any individual member or group of members could substantiate to the EC about some kind of irregularities in conducting the Branch election, the EC could order a re-poll of that Branch under the direct supervision of the EC, and in that case if the EC could complete the election process of that Branch before the HQ AGM, the newly elected council members would also be eligible to cast their votes in HQ election.
- (xv) In the case of EC conducting a re-poll of any Branch, the important requirement viz, minimum 21 days election notice, the last date of election of the Branch etc will not be applicable.
- (xvi) The Branches, who could not hold the AGM/Election meeting within the specified time frame can also conduct their election as per the same procedure, but their council members would not participate in the election of the HQ for that year under any circumstances.

(g) Election of HQ

- (i) Election of the HQ will have to be completed within the last day of July of the election year for the following posts under the direct supervision of the EC. The newly constituted council will elect following office bearers for the HQ amongst the elected council members for that period in first council meeting itself.

President	1 post
Senior Vice President	1 Post
Vice President (Regional)	9 Posts
Vice President ('E' Class)	1 Post
	(By Rotation basis amongst all regions)
Hony. Gen. Secretary	1 Post
Hony Joint Gen. Secretary	1 Post
Hony. Treasurer	1 Post

- (ii) Election of office bearers of Headquarters will be by filling of nomination forms (which will be available at office of

Headquarter as well as of Branches) duly filled by the contesting candidate, signed by him, a proposer and a seconder (both council members) will be submitted to the Chief Election Commission at address of Headquarters Office, to reach minimum 10 days prior to the date of election. Nominations and Withdrawal should be in office hours ie 10 Am to 05Pm Scrutiny of nomination forms will be done next day and withdrawal of nomination will be allowed minimum 7 days prior to the date of election. If there are more than one candidate for any post, election will be done by 31st July. One member can contest for only one post of the HQ and also can hold only one post including in Branch and HQrs.

- (iii) The Election Commission will take over the House of the 1st Council (Election) meeting and start conducting the election of the HQ. The EC will keep record in writing of the proceedings. Thereafter if there are more than one candidate for any post, the EC will start voting procedure by secret ballot for all such posts at a time.
- (iv) All the employees of HQ will remain there to assist the EC on the Election Day. In addition to that, if EC considers fit to take assistance of some more persons for smooth conduct of election, he may select a few council members who are not contesting the election, to assist him.
- (v) The tenure of the elected office bearer of HQ is of one term of 2 years. Thereafter no office bearer can contest for the same post in the consecutive year. However, there will be no such embargo to any one contesting for any post after a gap of one tenure.
- (vi) Once a member has served the Association as President he will not be eligible to contest election on any post at HQrs.
- (vii) The date of the AGM and of the 1st council meeting of the newly constituted council will have to be decided in the council meeting of April of each election year.
- (viii) Election of HQ office bearer has to be completed within the month of July of each election year and thus the elected office bearer will take over in the installation ceremony in 1st council meeting but not later than 31st July of election year.
- (ix) The entire team of Office Bearers will retire automatically after the BI- AGM of each election year, and the newly elected Office

Bearers will be installed by the EC immediately thereafter when the election of office bearer will be over and the newly elected office bearer will be installed by the EC.

- (x) The Election Commission constituted as per the Article No 11(a) of MOA will be continued till up to Next Election Commission is being selected/elected by the council as per the Article No 11 (b) of MOA. Moreover the members of Election Commission will be deemed to be council member for that term for which they had conducted the Elections as per the definition given in para (q) of chapter under definition of MOA of Association.
- (xi) Any dissatisfied member or group of members or the Branch could approach the DRRC regarding any election related matter only after completing the HQ election. Their points of objection/grievances will have to be submitted to the DRRC in writing and duly signed by the complainant, after the HQ election is over but within 15 days of the date of HQ election. There after any objection etc. what so ever regarding election matter will not be entertained. The decision of DRRC will be final and binding for both the parties and which should come within 60 days.
- (xii) After the Bi-ennial General Meeting if the election process are being disrupted by any reason what so ever it may be, then immediately the DRRC will take over the day to day business/administration of the Association for the time being and EC will announce alternative date and venue for the fresh election of HQ within a reasonable time but under no circumstance it will exceed 30 days from the original election date.

(h) Regions of the Association

- (i) For the better administrative control of HQ upon the Branches and also to elect from amongst the elected members of the region, the Vice Presidents (Regional), the total area will be divided into following regions. The region for the purpose of the Association will be the area covered by the particular Army Command viz Western Command, Northern Command and South Western Command except that Southern, Central & Eastern, Commands. Southern, Central & Eastern, Commands shall be divided in two Regions each, comprising of States/Branches as under:

Southern Command

Southern Region (N): Rajasthan, Gujarat, Maharashtra & Goa

Southern Region (S): Andhra Pradesh, Telangana, Tamil Nadu, Karnataka, Kerala and Andaman & Nicobar

Central Command

Central Region (A) : Branches at Agra, Babina, Bhopal, Gwalior, Jabalpur, Jhansi, Mathura, Mhow & Saugor

Central Region (B) : Branches at Allahabad, Bareilly, Dehradun, Kanpur, Lucknow, Meerut, Ranchi & Roorkee

Eastern Command

Eastern Region (A) : Barrackpore, Binnaguri, Chandipur, Hasimara, Ishapore, Kolkata, Siliguri & Visakhapatnam

Eastern Region (B) : Chabua-Mohanbari, Dinjan, Guwahati, Jorhat, Shillong, Silchar, Tenga & Tezpur

- (i) In case of a new Branch being set up in the Central, Eastern or Southern Command area, the council will decide in which of the two regions of those three commands, the same will fall. The council may also, if it considers expedient, change any of the above Branches from any one of the Region of that command.
- (ii) If any Branch falls in more than one Army Command it shall be allowed to choose any one of the region in which it falls for which the Branch may send its request supported by 2/3rd majority of its members for consideration of the council.

12. Proceedings of the Council

12.1 The council shall meet at such times as it may deem advisable but not less than once in two months. It shall make such regulations as will be considered proper as to the summoning and holding of the meeting, and the record of it shall be open to the inspection of members of the Association subject to such regulation as the council may from time to time deem expedient.

- (a) A special council meeting shall be convened by the President or on written notice of at least seven days on a requisition in writing signed by 25 members of the council stating the objects for which such meeting is convened. The President, may also convene such a special council meeting under special circumstances at any time by giving written notice of 3 days to its members.
- (b) All meetings of the council shall be presided over by the

President or the Senior Vice-President or the Vice-President (in order of preference) or in the absence of all by one of the members of the council elected by those present at the meeting.

- (c) All substantial matters requiring decision of council will be submitted to council through an item of Agenda circulated to all council members in advance. Normally, final decision on a matter brought before the council under "Any other Point" should not be taken in that meeting. This shall apply to General Body Meeting as well.
- (d) At least 3 Council meetings in a year will be held on invitation in Branches outside the HQ of the Association.
- (e) All resolutions recommending amendment to the "Memorandum and Articles of Association" may be considered in a council meeting at any region of the Association but shall be approved only in the council meeting held at Delhi and will finally be adopted in a General Body Meeting in any part of the country.

12.2 Quorum

For all meetings of the council quorum will be 15% of the total number of members of the council or 75 whichever is lower.

12.3 Vacancy

A vacancy shall be considered ipso facto to arise in the council when a member-

- (a) Ceases to be member of the Association.
- (b) Resigns his / her office by a notice in writing to the Hony General Secretary.
- (c) In case any Council Member (including Chairman/Hony. Secretary of the Branch) does not attend minimum 5 (five) council meetings during one tenure of two years, he shall not be eligible to contest election for any post in the Branch for next one tenure of two years.
- (d) Is found to be of unsound mind by a court of competent Jurisdiction.

Any vacancy arising on the council before the next Annual General Meeting of the Association shall be filled up by the members of the Association in manner determined by the council. The term of the office of each member so elected shall be for the unexpired period of the member whose place he shall fill.

13. Duties

- (a) **President** : The President shall preside over all the meetings of the council and over all General meetings of the Association, and shall take the lead on all ceremonious occasions. At a General Meeting, he may address the members on such subjects as he may deem fit, communicate to the Association or the council such matters and may make such suggestions which in his / her opinion tend to promote the prosperity and increase the usefulness of the Association. He shall perform such other duties as may be incidental to his / her office and shall also have power to countermand any order instructions and notices issued by the Hony. General Secretary or any other office bearer of the association which he deems prejudicial to the interest of the Association.
- (i) Initiate legal action with the approval of the council.
- (ii) Lead the committee / body to take up the issues with authorities.
- (iii) Decide regarding any form of protest i.e. strike, dharna, etc. with approval of the council.
- (b) **Hony. General Secretary**: The Hony. General Secretary shall have an overall supervision of the office and will hold responsibility of all office records, correspondence, notices and minutes of all meetings and conferences, etc. The staff of the HQrs. office will work directly under the Hony. General Secretary.
- (c) Hony. Joint General Secretary** shall assist the Hony. General Secretary in performance of his/her duties and he shall function in the absence of the Hony. General Secretary.
- (i) Keep membership record up to date.
- (ii) To prepare and keep up to date the Electoral role of the Branches based on the record from HQ members list. The final up to date Electoral role of each Branch as on 31st March will have to be uploaded on MESBAI website before 10 April of the year.
- (d) Senior Vice President**: In the absence of the President, the Senior Vice President shall have the powers of and shall perform duties of the President.
- (i) To attend all meetings of the council and meetings convened by President / HGS at the HQ from time to time to discuss important matters of the Association (other than matters that

- can be related to Branch / HQ elections)
- (ii) Monitoring the quarterly report of Regional Vice Presidents and all administrative matters related with Branches.
 - (e) Vice President : In the absence of the Senior Vice President, the Vice President shall have the powers of and shall perform duties of the Senior Vice President. Vice President will assist Branches in administrative matters e.g. improving membership strength, settling problems of accounts and resolving disputes amongst members / branches in his / her region through reconciliation, if any, by conciliation. He will also, help Branches in getting problems with Department in any matter resolved in his / her Region.
 - (i) To attend all meetings of the council and meetings convened by President / HGS at the HQ from time to time to discuss important matters of the association (other than matters that can be related to Branch / HQ elections)
 - (ii) To hold meeting of the association with respective Command Chief Engineer once in six months along with representatives of the region.
 - (iii) To visit and participate in the general / executive body meeting of each branch in his / her respective region at least once in his / her term.
 - (iv) Maintain close liaison with all Chairmen and Honorary Secretaries of the branches in his / her region and make aware, ensure adherence of advisories as well as strict implementation of decisions of the council as well as President by all branches and its members.
 - (v) Vice president can make correspondence up to ADG / Command Chief Engineer level pertaining to his / her region / state authorities.
 - (f) Vice President (E Class):** Vice President (E Class) will, in coordination with respective Vice President of the region, assist Branches in administrative matters e.g. improving membership strength, settling problems of accounts and resolving disputes amongst member, if any by conciliation. He will also help Branches in getting problems with department in any matter resolved in his/her region in case the matter has been brought to his/her notice by any pertaining branch or its member.
 - (i) To attend all meetings of the council and meetings convened

by President / HGS at the HQ from time to time to discuss important matters of the association (other than matters that can be related to Branch / HQ elections) unless leave of absence is granted by the President.

- (ii) To hold meeting of the association with each Command Chief Engineer once in his / her term along with E class representatives of the region.
- (iii) Maintain close liaison with all Chairmen and Hony Secretaries of the branches to make aware, ensure adherence of advisories as well as strict implementation of decisions of the council as well as President by all branches and its members.
- (iv) Vice president can make correspondence, regarding issue pertaining to E Class, up to ADG / Command Chief Engineer level / state authorities.
- (g) Hony. Treasurer : The Hony. Treasurer shall collect or cause to be collected all subscriptions and other money payable to the Association and keep an account thereof and prepare an annual statement of accounts, receipts and payments and balance-sheet and submit other statements of accounts as may, from time to time, be required by the council.

14. Auditors : The members of the Association at the Annual General Meeting shall elect one or more auditors outside the council for the year. If any vacancy occurs during the year the council is empowered to elect appoint another for the period. Any auditor retiring from his / her office shall be eligible for re-election.

15. Annual Report : An Annual Report of the proceedings of the council shall be prepared printed or cyclostyled and circulated for information of the members of the Association. The Balance Sheet and Income and Expenditure Account shall be prepared by the Hony. Treasurer, with report of council summarizing the state of affairs of the Association shall be sent along with the Annual Report of proceedings to the registered address of every member of the Association at least 15 days before the Annual General Meeting at which it is to be laid down before the members of the Association.

16. Bi-Ennial General Meeting : Bi-Ennial General Meeting of the Association shall be held immediate after the first Council Meeting / the Election Meeting of the council in each election year at such date, time and place as the council for the time

being may determine in conformity with the provisions of the law in force for the time being not later than “31st July”. However, in the year when elections are not being conducted, the AGM shall be held in lieu, not later than 31st July for the purpose of-

- (a) Receiving the annual report of the out going council and the yearly accounts of the Association for adoption and confirmation.
- (b) Considering and sanctioning with or without modifications the budget estimates for the current year as prepared by the council.
- (c) Election/appointing auditors for the year.
- (d) And transacting any other business which the council may include in the Agenda.

17. Special Meeting :

- (a) Special Meetings of the Association may be convened by the council if so required by the majority of its members. Such meeting may also be called on a requisition in writing by at least one tenth of the members of the Association for the time being and such requisition must state the objects for which meeting is to be convened. The venue of such meeting shall be at HQ of the Association or any other place as decided by at least 2/3rd members of the council.
- (b) If the council does not within 21 days from the date of the receipt of a valid requisition in regards to any matters proceed duly to call a meeting for the consideration of those matters on a day not later than 45 days from the date of deposit of the requisition the meeting may be called by the requisitionists themselves at the HQ and office In-charge shall make all arrangements for such meeting provided requisitionists have given him clear 10 days notice from the date of the meeting. Such a meeting should be held within 60 days of the requisition.

17.1 All General Meetings of the Association shall be held at the place decided upon by the council under provisions of the law in force for the time being.

- (a) At least 21 days' notice of such General Meeting of the Association (whether Annual General or Special) specifying the place and date of the meeting and the business to be transacted shall be given to all members of the Association.

Such notices may be sent by post/email or otherwise to the registered address of each member.

- (b) The non-receipt by any member of the notice convening the meeting or accidental omission to give any such notice shall not invalidate the proceedings of any General Meeting.

18. Quorum and Conduct of General Meeting

The quorum for an Annual General Meeting of the Association shall be 150 members present in person. If within one hour from the time appointed for a General Meeting a quorum is not present, the meeting, if it be a Special General Meeting convened on the requisition of members shall be dissolved but if it be an Annual General Meeting it shall stand adjourned to same day in the next week and a notice to this effect will also be issued at the earliest, and if at such adjourned meeting the required quorum is not present any twenty members present shall form a quorum and they may transact the business for which the meeting was called. Notwithstanding anything contained in these Articles or in any rules, regulation or bye laws framed by the Association, any member may at any meeting of the Association propose any motion without prior notice provided that a majority of 2/3rd of those present at such meeting consent thereto, and that in the opinion of the Chairman of the meeting the motion is not repugnant to the spirit of the Memorandum of the Articles of the Association.

- (i) The ruling of the Chairman in a meeting on all points shall be final.
- (ii) The Chairman may with the consent of the members adjourn any meeting from time to time, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the previous meeting.

19. Votes

19.1 Every member of the Association shall have one vote at the General Meeting. No proxy voting allowed.

19.2 All questions and resolutions except those recommendations amending the Memorandum and Articles of Association both at the general meeting and the meeting of the council shall be decided by a simple majority of members present and voting if necessary shall be by show of hands, unless a poll is demanded

by at least 10 members entitled to vote. All resolutions amending the Memorandum and Articles of Association both at the general meeting and meeting of the council shall be decided by 70% majority of the members present.

20. Interpellation

Every member of the Association shall have a right of interpellation. A member desiring to put any question may send his / her question in writing to the Sr.Vice President/ Hony. General Secretary of the Association at least 3 clear days before the holding of the General Meeting. The Chairman of a meeting may, if in his / her opinion such questions are vexatious or likely to injure the interests of the Association or are unconnected with the affairs of the Association, disallow such question without giving any reason there of.

21. Funds of the Association

The office In-charge shall deposit all money and funds of the Association when received by him either the same day or next working day in an account to be opened in the name of Association with any Bank or Bankers approved by the council. All cheques shall be signed by any two of the following :- **President Hony. Gen. Secretary Hony. Treasurer**

22. Seal

- 22.1 There shall be a common seal of the chairman which shall be affixed to any document or instrument save with the consent of the President or the Vice President pursuant to a resolution of the council.
- 22.2 Deeds, Bonds and other contracts required to be made under common seal shall be deemed to have been duly executed on behalf of the Association by the President or a Vice President and countersigned by the Hony. General Secretary or the person acting as Hony. General Secretary.
- 23.3 These articles shall be deemed to be accepted by and be binding on members of the Association.
- 24.4 Any alteration or amendment in these Articles of Association shall be affected only by a "SPECIAL RESOLUTION" passed by 70% majority of votes in the General Meeting due notice for which along with the draft of "SPECIAL RESOLUTION" recommended by the council by at least 70 percent majority of

votes was circulated to members of the Association in due time.

- 22.5 No proposal to make any alteration or amendment to these Articles will be entertained directly in General Meeting.

23. Dispute

- (a) If any dispute arises among members / branches in case of any matter whatsoever including elections, etc., the same shall be referred to a Dispute Redress and Reconciliation Committee called DRRC.
- (b) The DRRC will consist of the Chairman, and four members, all five of them directly elected by the council/Selected by the President, in case empowered by the council, from amongst the council members.
- (c) The eligibility to contest for the post of Chairman of DRRC will be similar to the Chairman of the Election Commission and members of DRRC will be like the members of the Election Commission.
- (d) The nomination & election of the Chairman of DRRC will be held separately from members of DRRC. Members of EC cannot be selected in DRRC.
- (e) DRRC shall decide the matter pertaining to all disputes and the decision of DRRC shall be final and binding on all the parties. The DRRC shall have all the powers as per the Arbitration Act, 1996 and shall settle the matter within 2 months of referring of the dispute.
- (f) If at any point of time any misunderstanding crops up regarding any clause/rule/ explanation of this Memorandum of Article, matter shall have to be referred to the DRRC for proper and just clarification/interpretation of the same. Interpretation recommended by the DRRC will be final and binding.
- (g) Term of any such elected/selected DRRC will expire immediately after the new council elects the new DRRC for the tenure in the 2nd council meeting.

24. Jurisdiction

- (a) In case any matter/dispute/case is filed in Courts of Law, against the HQ of the Association or where the HQ is made a party in a law suit, then the Courts in Delhi only shall have jurisdiction for the same.

- (b) In case any matter/dispute/case is filed in Courts of Law, against any Branch of the Association, then the Courts of the area of jurisdiction where the Branch is situated only shall have jurisdiction for the same.

25. Legal Suit

- (a) Any member who goes to any court of law against HQ/Branch without exhausting the avenues available in Memorandum and Articles of Association, he shall stand disqualified from the membership automatically and the cost of proceeding shall be recovered from him.
- (b) No member/Branch will be allowed to go to court in any matter which is affecting all General Members without prior permission of Headquarter.

26. Awards

- (a) Every year the following awards will be conferred upon members of the Association as the President may deem fit, on the Annual Day Function of the Association.
- (i) Best Member (Dhanao Trophy)
 - (ii) Best Branch (Madhok Trophy)
 - (iii) Life Time Achievement Award (In the memory of Late Sh. Satya Pal Mahana)
 - (iv) 21 Meritorious service Trophies to 21 members Meritorious/Dedicated Service Trophies.
 - (v) In addition to this if in any particular year any special Trophy is to be conferred upon, then prior approval of council is mandatory.

27. Branches

- (a) The day to day administration of the Branch shall be carried out by managing committee under the directions and control of the executive committee of the branch in accordance with the provisions as laid down in the Regulations here in after or such other Rules made by the council from time to time. The Branches cannot make their own by-laws. However, they can always propose changes which can be debated in the council for final adoption.
- (b) Managing committee of the branch shall consist of Chairman, Honorary Secretary and Honorary Treasurer of the pertaining branch.

27.1 Function of Branches

- (a) Open bank account in the name of Branch viz. “MES BUILDERS ASSOCIATION OF INDIA BRANCH”
- (b) Obtain PAN in the name of Branch,
- (c) Obtain GST Registration if applicable,
- (d) To elect its office bearers and the executive committee of the Branch. To elect members for the council in the manner provided in the organization chart and to fill casual vacancies in case of removal of any member from the council or in any other event when such casual vacancy occurs.
- (e) To help the Headquarters to enroll more members.
- (f) To help to collect funds and subscriptions from the members in their respective area and to transmit the same to the Headquarters of the Association. vii) All actions and activities of the Branch shall be directly under the control of the Headquarters.
- (g) Branch is permitted to make correspondence up to its respective Zonal CE level / district authorities. However, there is no bar on correspondence with outside agencies.
- (h) Branch is not permitted to initiate any legal action without the approval of the council.
- (j) No levy can be taken from a new applicant for membership by the Branch other than stipulated in the MOA. However, Branch is authorized to levy on its members as per decision of the Executive Body.
- (k) Branch must ensure that its minimum strength of MES enlisted members is maintained as stipulated in MOA..
- (l) Branches can hold product display to create awareness about market trends, new technologies and to raise funds but are not allowed to hold any exhibition which shall be HQ's prerogative in all circumstances.

27.2 Chairman and Honorary Secretary

Chairman and Honorary Secretary of each branch shall be jointly and severally responsible for the functioning of their pertaining branch as well as implementation of stipulations of Memorandum and Articles of the association, instructions, decisions and directions given by the President, Hony. Gen. Secretary, Regional Vice President or council, from time to

time in their respective area.

- (a) To look after the interest of the activities of the Association at the level of the Branch.
- (b) To attend such other functions and activities of the Association of the Branch as per the directions given by the council from time to time. To co-ordinate its activities with the Regional Vice President within whose jurisdiction the Branch is functioning.
- (c) Must hold its Executive Body meeting on bi-monthly periodicity. Branch must send minutes of the meeting to HQ for record on regular basis.
- (d) Must hold its Annual General Body meeting each year. Branch must send minutes of the meeting to HQ for record on regular basis.
- (e) Must maintain up to date its membership register with all current information as instructed by HQ. The same must be shared with the HQ on demand.
- (f) Must invite President, Senior Vice President, Vice President of its region and Vice President (E Class) to all its meetings.
- (g) Are obliged to provide any information as asked by Headquarter from time to time..
- (h) Must hold meeting, along with builder members, with the pertaining GEs on monthly basis, pertaining CWE on quarterly basis and pertaining Zonal CE on six monthly basis. Branch must send minutes of the meeting to HQ for record on regular basis.

27.3 Chairman, Honorary Secretary and Honorary Treasurer

Chairman, Honorary Secretary & Honorary Treasurer of each branch shall be jointly and severally responsible for the funds and property of the branch and the following: -

- (a) Deposit TDS on payments made by Branch,
- (b) Get the Accounts of the Branch audited by CA/auditor elected by the branch each year.
- (c) File Income Tax Return regularly even in case of nil income.
- (d) To comply with all such statutory requirements that may become applicable.
- (e) No levy can be taken from a new applicant for membership by the Branch other than stipulated in the MOA..

- (f) Branch is authorized to levy on its existing members as per decision of the Executive / General Body.
- (g) To handover all the records/bank/cash balance to the incumbent team of elected office bearers or the HQ as the case may be.
- (h) Shall send its branch bank statement to the HQ on demand and audited statement of accounts up to 31st March duly passed by the executive committee of the Branch, so as to reach the Headquarters on or before the 15th May each year.

27.4 Branch / its office bearers failing to comply with the pertaining provisions of the above clause 27.1 shall not be allowed to take part in the Head Quarter's election. Chairman/Hony. Secretary & Chairman/Hony. Secretary/Hony. Treasurer of such Branch will not be eligible to contest the election of the branch for one tenure or till compliance of the aforementioned pertaining clause 27.2 and 27.3 respectively.

27.5 Standard Bye-laws for the Branch and their functions
Preamble.

Scope: All the Rules and regulations of the Association will be applicable to the Branch.

Office of the Branch: Office of the Branch will be situated at a place for where the Branch has been approved.

Official year: Official year of the Branch shall be from 1st of April every year.

(a) General Body

- (i) General Body of the Branch shall consist of all the members on the register of the Association, who are enlisted as a contractor with the MES Department and or operate in any construction profession.
- (ii) Members of the General Body shall exercise such rights and privileges as are given below and/or as are delegated to the Branch by the council of the Association.
- (iii) Meeting of the General Body of a Branch shall take place at least once a year and the quorum for the meeting will be at least 20 % current membership strength or 20 members whichever is higher.

(b) Executive Body

The affairs of the Branch shall be managed by a body called executive committee of the Branch. It will consist of a Chairman, Sr. Vice Chairman, Vice Chairman, Hony. Secretary Hony. Joint Secretary and a Hony. Treasurer, immediate past Chairman, the executive committee members and the council members of that Branch. Eight members shall form a quorum of the executive committee of Branch; where the Branch fails to hold timely annual meeting/election and pass accounts or commits breach of MBI rules, the Council of the Association shall suspend the Office bearers of the Branch after giving a 2 weeks' notice and appoint an ad- hoc committee of not exceeding 3 members to look after the work of the Branch.

- (c) Members who are eligible to vote will elect the Office bearers of the Branch and also elect members of the council to represent the Branch at HQ.
- (d) Election will be held amongst the members in the Annual General Meeting on or before the dates specified in these rules.
- (e) Where a member desires to change his / her Branch due to change of location of the business of such member or for any other valid reason, he will be entitled to do so as per rules specified in respective clause.
- (f) The Branch will receive share from annual subscription towards expenses for maintenance and administration of the Branch as may be decided by the council from time to time.
- (g) The term of office of Chairman and his / her team of Office Bearers, executive committee members and council members will be for two years. They will however be eligible to be elected in the same post for the successive one tenure. Thereafter they will not be eligible to be appointed in the same post of the Branch for a minimum period of two years (One term) and Chairman who has completed one or more tenure as Chairman will not be eligible to contest for the Post of Hony. Secretary for one tenure. However, there will be no such embargo on the executive committee members and the council members. When the membership of a Branch falls below 20 in existing Branches and below 30 in Branches established after 01.09.2012, for a continuous period of six months, the Branch will stand automatically suspended on the

expiry of the said period of six months. It will be the duty of the Branch to report to the Headquarters whenever its membership falls below the minimum required numbers. The members of such suspended Branch shall be entitled and / or eligible to join any other adjacent Branch till such time the Branch attains the minimum strength.

- (h) Whenever a Branch fails to send annual audited accounts of the Branch within 2 months after completion of the accounting year to the Head Quarters, or does not hold annual elections as per the Rules and Regulations of the Association, the Council of the Association will have the power to suspend the office bearers of the Branch in default and to appoint an ad-hoc committee to manage the affairs of the Branch till proper fresh elections are held.
- (i) Finance of the Branch, administration and control of subscription, gifts (cash), donations, contributions etc. received by a Branch shall be joint responsibility of Chairman, Honorary Secretary and Honorary Treasurer of the branch (collectively named as "Managing Committee") and the same shall be deposited in an account in a Scheduled Bank opened by the pertaining branch. The account shall be operated by any two of Branch Chairman, Hony. Secretary and Hony. Treasurer. Any movable / immovable property shall be acquired in the name of Branch only.
- (j) The managing Committee shall also be jointly responsible to follow all statutory requirements viz. obtaining PAN of Branch, to get accounts audited by CA, filing of ITR, TDS on payments made by branch, GST registration etc.
- (k) The Office bearers have to handover all Accounts related papers, receipt books, register of assets including the original documents etc. to the successors, failing which the defaulter office bearers will be suspended from the Association by Council and proper action as deemed fit will be initiated against them by the council.
- (l) The property and the funds of the Branch shall be the property of the Branch. However, if at any point of time the Branch become, defunct for any reason what so ever, the Headquarter shall take over all such properties movable or immovable including the Bank accounts etc. after adopting a resolution in

this regard in the council. The HQ will return the same to the concerned Branch when it starts functioning again normally subject to the approval of council.

27.6 Audit.

The Accounts of the Branch shall be audited and certified by a Chartered Accountant/ Auditor elected by the branch each year.

27.7 Minutes

- (a) The minutes of the proceedings of the General Body, executive committee and of the sub-committee shall be recorded in separate books and shall be available to any member in the Branch for inspection copy of which will be forwarded to the HQ and to the Regional Vice President of that region.
 - (b) The Branch shall maintain a list of members of the Branch, and shall keep it open for inspection, copying by the members.
28. All the provisions of the Societies Registration Act XXI of 1860 (Punjab Amendment Act, 1957) as extended to the Union Territory of Delhi will apply to the Association.
 29. In case of any dispute arising out of the election of the office bearers of a Branch or if otherwise considered necessary in the interest of the Association by the HQrs. the Management of such Branch shall be taken over by the Headquarters and its affairs conducted through a nominee / nominees of the HQrs.
 30. Certified that this is the copy of the Rules and Regulations of the Society.